Complaint Form

Appendix 01 |

Confidentiality notice
This document and any information provided under it must be handled confidentially and shared only where necessary for fair procedures, safeguarding, legal obligations, governance oversight, insurance, implementation of a decision or professional advice.

Before completing this form

- Use this form to submit a written complaint under the Cycling Ireland Complaints and Disciplinary Policy.
- A complaint should normally be submitted within 14 calendar days of the incident or matter complained of. The CDO may extend this period where reasonable and fair.
- Safeguarding concerns, suspected abuse, child welfare concerns or criminal matters must be referred through the appropriate safeguarding or statutory route and are not refused solely because they fall outside the ordinary complaint time limit.
- This form, or relevant extracts from it, may be shared with the Respondent and others where necessary for fair procedures or lawful administration of the process.

Field	Information to be inserted
Complainant full name	
Address	
Email	
Telephone / mobile	
Club / Provincial Association	
If submitted on behalf of a child or another person, state your relationship and authority to act	

Complaint details

Field	Information to be inserted
Respondent name(s), if known	
Respondent club / team / role, if known	
Date and time of incident / matter	
Event / location	
Rule, policy or provision allegedly breached, if known	
Brief summary of complaint	

Detailed account

Please describe what happened, including facts, dates, witnesses and any relevant background. Avoid speculation or personal commentary.

Supporting documents

Reference	Document / evidence description	Attached?
A		Yes / No
B		Yes / No
C		Yes / No
D		Yes / No

Outcome sought, if any

Please set out any outcome you are seeking. The final decision-maker is not bound by this request.

Declarations

- I confirm that the information provided is accurate to the best of my knowledge and belief.
- I understand that a complaint not upheld is not, by itself, malicious, frivolous, vexatious or false.
- I understand that knowingly submitting false or misleading information may itself be considered under the Policy.
- I understand and agree to the confidentiality obligations under the Policy.

Field	Information to be inserted
Signature	
Print name	
Date	
Complaint fee / waiver details, if applicable	